

**APPLICATION TO SUBMIT RESPONSES TO A
REQUEST FOR QUALIFICATIONS
FOR THE FOLLOWING ON-CALL SERVICES:
PLAN CHECKING – Project #051313AA**

The University of Connecticut (the “University”) is requesting the submission of Statements of Qualifications for firms to provide on-call plan checking services for a number of projects of variety of sizes and complexity. The services requested will be for projects on the University’s main campus at Storrs-Mansfield or at other locations as determined by the University. The University is authorized to retain consultants to provide professional services on an on-call basis as described herein.

INTRODUCTION:

The University is pleased to announce important changes in the way it conducts business with on-call professionals. The University has completed substantive improvements to the On-Call Professional solicitation and selection process, as well as the structure and function of the resultant contracts. The University’s goal with these changes is to improve the business outcomes, decrease administrative burden for both the University and the consultant, improve service, align University and consultant business needs, decrease the time required to complete projects, and attract a wider range of market interest and participation.

The University intends to award On-Call contracts for terms of up to three (3) years each, with maximum, not to exceed contract amounts determined by the University based upon projected need for contracted services. The selection process shall be a one stage quality based selection process based upon area of practice, qualifications, experience, technical criteria and market costs as more particularly described in the Instructions to Applicants found below. The University intends to award multiple contracts for the cost estimating professional sub-category. Project assignment values under an On-Call contract will vary dependent upon project type, scope, size and/or complexity.

The goal of the University is to provide all firms awarded an On-Call contract a fair opportunity to participate in providing services within its sub-category. The University shall have absolute discretion to issue and/or withhold assignments to best serve the interests of the University.

Once under contract, the University will consider various criteria when selecting the On-Call Firm for a project assignment, including and without limitation, the following:

- (i) the size and complexity of the related project;
- (ii) an On-Call Firm’s past performance on previous On-Call assignments, including quality and cost of services, as well as timeliness of performance;
- (iii) an On-Call Firm’s ability, and sufficiency of staff resources, to deliver the services to be assigned in a timely and effective manner;
- (iv) the Fee Proposal of the On-Call Firms that would be applicable to the assignment;
- (v) the impact the assignment may have on other work the On-Call Firm is currently performing;
- (vi) the number and value of previous task orders issued to the On-Call Firm under its On-Call contract for services in the relevant professional sub-category; and
- (vii) other criteria utilized by the University to determine the selection that would serve the best interests of the University.

Although, from time to time, there may be instances that, due to an On-Call Firm’s then existing workload, such On-Call Firm may need to decline to submit a response to a particular request for a proposal, it is the expectation of the University that each On-Call Firm under an On-Call Contract with the University will submit responses to requests for proposals issued by the University to such On-Call Firm. Should an On-Call Firm repeatedly fail to respond timely to requests for proposals, or repeatedly decline to submit responses to requests for proposals, such On-Call Firm’s On-Call Contract will be subject to termination by the University, in the University’s discretion.

If an On-Call Firm, or any business with which the On-Call Firm is associated (as described in Connecticut General Statutes §1-101nn),

has provided professional services for a project for which additional On-Call services are to be assigned, such On-Call Firm will not be considered for assignment of such additional On-Call Services, if doing so would, in the determination of the University, be a violation of Connecticut General Statutes §1-86e and/or 1-101nn.

Utilizing the criteria set forth in (i)-(vii) above, the University shall evaluate the proposals for a particular assignment and issue a task order to the On-Call Firm that submits a proposal determined to be in the best interest of the University.

In order to be considered for the award of an On-Call contract, a firm must demonstrate that, for the last year it (i) has operated as a professional providing the services as requested in the RFQ; and (ii) has held throughout that time period, and continues to hold, its professional association/organization or as is recommended pursuant to applicable industry standards in order to perform such professional services in the State of Connecticut.

If the Consultant is an LLC (Limited Liability Company) the following must be provided with the RFQ submission:

1. Certificate of legal existence from the state of organization/formation of the entity proposing to the University.
2. For entities that are organized/formed in a State other than Connecticut, in addition to #1, a copy of a Certificate of Authority to do business in the State of Connecticut from the Secretary of the State of Connecticut.

In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation. A certified SBE/MBE firm must meet the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statute) as amended by Public Act 11-229. Proposers who have questions about the small business/minority business program should contact the Department of Administrative Services, Supplier Diversity Program, 165 Capitol Avenue, Hartford, CT 06106, Fifth floor. Please direct any questions to, Supplier Diversity Unit at (860) 713-5236. The website for the program is <http://das.ct.gov/cr1.aspx?page=34>.

The discipline for this On-Call solicitation is set forth below:

On-Call Sub-Category – Plan Checking: Services in connection with the checking of plans and design coordination at the construction document phase. Quality control to identify inconsistencies, errors and omissions within design disciplines which can help in reducing unnecessary construction costs and delays. Examples of typical services that could be requested are:

1. Conduct document review and provide a list of comments to the University and the design professional on constructability of the design by assessing drawing coordination, completeness and coordination with specifications.
2. Review project drawings and specifications for clarity, completeness, inconsistencies, omissions and coordination between and within design disciplines.
3. Identify unique conditions and material transitions discovered during the review to insure clear and detailed delineation.
4. Check that materials and equipment specified are appropriately scheduled.
5. Based upon documents provided, advise of any potential space or spatial conflicts.
6. Based upon documents provided, advise of spatial clearances and coordination conflicts.
7. Reviews to be conducted in a systemized and organized manner that would insure a consistency of work. All comments are to be thoroughly documented and provided to the University in both electronic and hard copy formats.

The position will report directly to the University Master Planner and Chief Architect or his/her designee. Assignments will be at the Storrs campus, Regional campuses, or the University of CT Health Center in Farmington, CT.

INSTRUCTIONS TO APPLICANTS

Statements of Qualification (“SOQ”) shall be submitted in the manner specified below.

1. General

- 1.1** “Applicant”, as used in this Request for Qualifications (“RFQ”) means the actual legal entity or entities submitting qualifications under this RFQ. The Applicant must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State.

1.2 **Clarifications and Important Due Dates:**

All Requests for Information (“RFI”) must be received in writing no later than and sent electronically to amy.allen@uconn.edu. Include in the subject line: RFI – On Call Professional Contract: Plan Checking. All responses will be posted on our website where you obtained the RFQ. It is the Applicant’s responsibility to retrieve the clarifications posted. No RFI’s will be answered after the date and time specified. No RFI’s will be answered verbally, no phone calls please.

**Request for Information (RFI’s) are due no later than 2:00pm on:
Monday June 10, 2013**

**RFQ’s are due no later than 2:00pm on:
Wednesday July 10, 2013**

Clearly package and label each of the Application Submissions as follows:

Ms. Amy Allen, CPCA
University of Connecticut
3 North Hillside Road, Unit 6047Ta
Storrs, CT 06269-6047
“On-Call Services Plan Checking – Project # 051313AA”

1.3 **Contents of the Application:**

Applicants must submit a GSA Forms SF330 (available at <http://www.gsa.gov>) for this category.

Organize your SOQ Application in the following sequence:

- University Cover Sheet Form - provided to Applicants at the end of these Instructions to Applicants package. Applicant must mark the original signature document as the “original” and then subsequently check off the provided number of copies. Applicant to sign for the acknowledgement and acceptance of the On-Call Professional Services Contract. Applicant also to indicate if firm submitting is an LLC and acknowledge requested information is included with SOQ.
- Tab One – Cover Letter of Introduction (not greater than three (3) pages)
- Tab Two – Complete a fill able PDF of the GSA Form SF330.
- Tab Three – Provide four (4) examples of past assignments covering small <\$5,000,000, medium <\$5,000,000 - <\$20,000,000 and large projects service estimates. (Please eliminate names of clients). Provide examples of results of a typical service deliverable.
- Tab Four – Provide active references for each of the relevant project experiences represented in GSA Form SF330.
- Tab Five – Professional Hourly Rates (All Inclusive)
- Tab Six – Provide the following documents:
 - Original Certificate of Legal Existence issued by the Connecticut Secretary of the State.
 - Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it

- without exception.
- Affidavits (use the following website to obtain and execute the listed forms):
http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806
- OPM Ethics Form 1 Gift and Campaign Contribution Affidavit.
- OPM Ethics Form 5 Consulting Agreement Affidavit.
- OPM Ethics Form 6 Affirmation of Receipt of State Ethics Laws Summary.
- Nondiscrimination Certification Form C:
http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806
- LLC Documentation (if required)

1.4 **Submission Guideline/Considerations:**

The University of Connecticut advises Applicants to reflect upon the following prior to submitting its proposal:

- a) The University is a signatory to the President's Climate Commitment and as such recommends that Applicants demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant materials in their submission;
- b) Read and review the RFQ carefully. Respond clearly and fully to technical criteria listed. Scoring is based on the criteria. Applicant must be clear about the relevance of work presented in its SOQ;
- c) Organize your relevant experience to the SOQ in a manner that assists the reader in the evaluation process;
- d) Provide information that is complete and transparent, indicating whether a proposed team member worked on a relevant project while at another firm; and
- e) Once contracted and at the point of assignment, sub-consultants are subject to the approval of the University.

Section G of the GSA Form SF330, Key Personnel Participation in Example Projects, provides evaluators with a clear, visual presentation of the experience of the firms and the individuals proposed by the Applicant.

2. **Technical Criteria – Qualifications and Experience**

2.1 The Technical Qualification/Experience criteria shall address the following:

- a) **Professional Services Provided** – Applicants should identify their experience related to the services outlined above. Applicants should state this information in their Cover Letter of Introduction.
- b) **Qualifications of Professional Firm** – Within the GSA Form SF330, describe the overall qualifications of the Applicant, including background in the sub-category, services provided by the Applicant, specific experience in the last 5 years in providing study, analysis of similar services;
- c) **Qualifications and Responsibilities of Key Personnel** – Within the GSA Form SF330, describe the qualifications and responsibilities of key personnel who will be proposed for an On-Call contract, including their experience on similar assignments and specific responsibilities on similar on-call contracts. Consideration will be given to personnel with a demonstrated record of effective management and execution of similar services in university setting;
- d) **Project Approach** – Prepare a narrative which clearly demonstrates the firms' experience and approach in a plan checking at the construction document phase.

3. **References**

For the Applicant's projects cited as relevant experience, provide current, verifiable references for which the Applicant has performed similar services within the past 5 years. Include the name, title, e-mail address and telephone number of each reference and description of duties.

4. Proposed Professional Hourly Rates By Discipline

- 4.1 Applicants are requested to provide *all inclusive* hourly rates by discipline to be held for the term of any resulting On-Call contract. The University reserves the right to negotiate the rates submitted as a condition of final award of an On-Call contract.
- 4.2 Professional, all inclusive hourly rates for the Applicants shall be based on all inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.
- 4.3 Professional, all inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.
- 4.4 The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.

5. The University expressly reserves the following rights:

- 5.1 To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application if it is deemed to be in the best interest of the University.
- 5.2 To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
- 5.3 The submission of an Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent.

6. Selection

- 6.1 Applicants will be evaluated in conjunction with the anticipated needs of the University and the information provided by the Applicants as well as any information obtained in follow up from references, persons, or other sources identified by the Applicant or otherwise known to the University. A committee will review the materials provided and at its sole discretion determine the selected Consultants for this On-Call category.
- 6.2 In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation.
- 6.3 Applicants are hereby reminded that Joint Ventures or other associations should be clearly identified and relevant experience provided on GSA Form SF330.
- 6.4 Site Proximity 100 Miles - The driving distance from the Applicant's primary office, serving under an On-Call contract, should be provided via internet mapping from that office to 3 North Hillside Road, Storrs, Connecticut 06269.

7. Notification

All Applicants will be notified of the status of their Application. Successful firms will be issued a Letter of Intent to Award by the University.

8. Contract

The University is in the process of revising its On-Call Contract form and Applicants will have an opportunity to review the contract template in its entirety prior to the Application deadline. The Contract will be posted at the time the RFI responses are posted to the website. In submitting applications in response to this RFQ, Applicants will be deemed to have accepted the terms of the contract without exception, as well as any modifications to the contract that the University deems necessary prior to execution.

The term of an On-Call contract shall be for up to three years. The maximum aggregate fees per On-Call contract will be determined based upon University needs, relative to the sub-category. This not to exceed aggregate maximum amount represents an amount the University reasonably anticipates will not be exceeded over the life of the On-Call contracts. However, in no event shall such amount be construed as a guarantee of project assignment(s) or an obligation of the University to pay such amount to any On-Call Firm.

END OF INSTRUCTIONS TO APPLICANTS

COVER SHEET

___ ORIGINAL ___ Copy 1 ___ Copy 2 ___ Copy 3 ___ Copy 4 ___ Copy 5 ___ Copy 6

**RESPONSE TO THE REQUEST FOR QUALIFICATIONS
FOR THE FOLLOWING ON-CALL PROFESSIONAL SERVICES:
COST ESTIMATING**

RFQ Due Date: No Later than 2:00pm on Wednesday July 10, 2013

Name of the Firm Submitting: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Print Name of Authorized Agent Submitting as Point of Contact: _____

Signature of Authorized Agent: _____

Point of Contact E-Mail Address and/or URL _____

Applicant acknowledges it has reviewed and accepted the On-Call Contract for Professional Services:

(Signature) (Date)

Firm ___ is / ___ is not an LLC: _____
(Signature) (Date)

If Firm is an LLC, required documentation is included under Tab 6: _____
(Signature) (Date)

ALL INCLUSIVE HOURLY RATES

All inclusive hourly rates for the Applicants shall be based on all inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.

Professional, all inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.

The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.

In accordance with the Office of Policy and Management Letter No. 97-1 dated November 21, 1996, the maximum hourly rate of pay permitted by the State for the aforesaid classification of Principal (for any category of professional service) is \$35.00 per hour, which includes burden, fringe, overhead and profit. The State shall be responsible for adhering to such State Policy.

Position Title	(All Inclusive Hourly Rate)
Project Executive	\$
Senior Plan Reviewer	
Junior Plan Reviewer	
Support: Clerical	
Other:	